



WASHOE COUNTY

Integrity Communication Service
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STAFF REPORT BOARD MEETING DATE: February 14, 2017

CM/ACM _____
Finance _____
DA _____
Risk Mgt _____
HR _____
Other _____

DATE: January 17, 2017
TO: Board of County Commissioners
FROM: Patsy Buxton, Fiscal Compliance Officer, 775-328-2418,
pbuxton@washoecounty.us
THROUGH: Anna Heenan, Administrative Health Services Officer, 775-328-2417,
aheenan@washoecounty.us
SUBJECT: Approve amendments totaling an increase of [\$18,000.00] in both revenue and expense to the FY17 Environmental Health Services Food Retail Program Standards – Electronic Food Inspection Form – Reports and Training Grant Program, IO 11364; and if approved direct the Comptroller’s office to make the appropriate budget amendments. (All Commission Districts)

SUMMARY

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct the Comptroller’s Office to make the appropriate budget amendments.

BCC Strategic Objective supported by this item: Safe, Secure and Healthy Communities.

PREVIOUS ACTION

There has been no previous action taken by the Board.

GRANT AWARD SUMMARY

Project/Program Name: Retail Program Standards Program – Electronic Food Inspection Form – Reports and Training Project.

Scope of the Project:

The award letter was received on January 10, 2017. The grant was approved by the District Board of Health on January 26, 2017.

The scope of work addresses the following:

- Electronic Inspection Report Writing and Checklist Development.

- Provide training to WCHD staff on how to utilize the current Accela Automation Ad Hoc Reporting tool to run data analysis reports.

Benefit to Washoe County Residents: This Award supports the EHS Food Program efforts to achieve conformance with the FDA Voluntary National Retail Food Regulatory Program Standards. Implementing the standards benefits the community by reducing or eliminating the occurrence of illness and death from food produced in Washoe County food establishments. Reduction in the percentage of foodborne illness risk factors in food establishments has been identified as a goal in the Washoe County Health District Strategic Plan.

On-Going Program Support: These funds will be used for one-time program expenditures.

Award Amount: Total award is \$20,000 (\$18,000 direct/\$2,000 indirect)

Grant Period: January 11, 2017 – May 30, 2017

Funding Source: Food and Drug Administration (FDA)

Pass Through Entity: Association of Food and Drug Officials (AFDO)

CFDA Number: 93.103

Grant ID Number: G-MP-1611-03955

Match Amount and Type: None

Sub-Awards and Contracts: No Sub-Awards are anticipated.

FISCAL IMPACT

As this award was not anticipated in the FY17 budget, a budget amendment in the amount of \$18,000 is necessary to bring the Award into alignment with the direct program budget.

No amendment is necessary for indirect revenue.

Should the BCC approve these budget amendments, the FY17 budget will be increased by \$18,000 in the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-11364 -431100	Federal Revenue	\$18,000
	Total Revenue	\$18,000
	-710100 Professional Services	\$18,000
	Total Expenditures	\$18,000

RECOMMENDATION

It is recommended that the Board of County Commissioners approve amendments totaling an increase of [\$18,000.00] in both revenue and expense to the FY17 Environmental Health Services Food Retail Program Standards – Electronic Food

Inspection Form – Reports and Training Grant Program, IO 11364; and if approved direct the Comptroller’s office to make the appropriate budget amendments.

POSSIBLE MOTION

Should the Board agree with staff’s recommendation, a possible motion would be: “Move to approve amendments totaling an increase of [\$18,000.00] in both revenue and expense to the FY17 Environmental Health Services Food Retail Program Standards – Electronic Food Inspection Form – Reports and Training Grant Program, IO 11364; and if approved direct the Comptroller’s office to make the appropriate budget amendments.”

Buxton, Patsy

From: Macaluso, Tony
Sent: Tuesday, January 10, 2017 10:28 AM
To: English, Amber E.; Buxton, Patsy
Cc: Sack, Bob
Subject: FW: Retail Program Standards Grant Program: CONGRATULATIONS

From: FDA & AFDO Retail Program Standards [<mailto:do-not-reply.grants07-us-east-1@fluxx.io>]
Sent: Monday, January 09, 2017 3:14 PM
Cc: Macaluso, Tony
Subject: Retail Program Standards Grant Program: CONGRATULATIONS

Dear Amber English.

Congratulations! We are happy to inform you that we have approved your grant submission for the following project: Electronic Food Inspection Form - Reports and Training, in the amount of \$20,000.00. Your project has been assigned the following tracking number: G-MP-1611-03955.

Please use your previously assigned username and password to log into the grant portal at <https://retailstandards.fluxx.io> for details of this award, including the official Grant Award letter.

Please refer to our homepage at <http://afdo.org/retailstandards> for complete grant program information. Additionally, ensure you are familiar with the Non-Allowable Costs section on page 6 of the Grant Guidance. Any non-allowable costs will not be reimbursed, even if they are included in an approved grant application.

Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a subaward under this AFDO grant.

If you have additional questions, or need any additional information, please contact us at: 850-583-4593 or retailstandards@afdo.org.

Sincerely,

The Retail Program Standards Grants Management Team